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STANDING OPERATING PROCEDURE
NUMBER 40-3034-1

29 July 1964

HOBBY SHOP

MOTOR VEHICLE REPAIR

1. PURPOSE: To provide recreation, promote morale, increase efficiency and develop skills by providing facilities, equipment and tools for the repair and maintenance of privately owned vehicles.

2. SCOPE: All personnel assigned to this base.

3. PROCEDURES: Personnel wishing to use the vehicle hobby shop will make an appointment by calling the Motor Pool Office (extension 3263) prior to 1700 any Monday through Friday. Appointments may not be made more than 72 hours in advance. Appointments will be granted on a first come first served basis. Appointment to use the vehicle hobby shop on Saturday and/or Sunday must be made prior to 1300 on Friday. If a person does not show up within fifteen minutes of his appointed time the space reserved for him will be relinquished to anyone standing by who wishes to use it. Should a person discover that he is not able to keep an appointment he should notify the Motor Pool Office as soon as possible.

4. RESPONSIBILITY: The Deputy Commander for Support or his designee will be responsible for enforcing the provisions of this SOP.

5. GENERAL: Shop Rules:

a. Shop Hours:

Monday through Friday - 1700 to 2200 hours.
Saturday and Sunday - 0800 to 1600 hours.
Shop will be closed on legal holidays.

b. All repair work performed in the vehicle hobby shop will be supervised by a qualified maintenance supervisor.

c. There will be two stalls available and no more than two vehicles at one time will be in the shop.

d. The vehicle hobby shop NCOIC will be responsible for the enforcement of established hobby shop rules and regulations.

e. No intoxicants will be permitted in or around the hobby shop area.

OPR: DCS

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f. Persons using shop facilities must keep area neat and orderly at all times and are responsible for cleaning the stall after use.

g. Prior to cars entering the shop for major repairs, i.e., engine or transmission overhaul, water and oil must be drained out.

h. Major repairs, such as engine overhaul must be approved by the shop supervisor prior to the work being done. If an engine or transmission is to be taken out of the vehicle, the vehicle will be towed out of the shop until the engine is ready to be installed again. Vehicles will be parked on the West side of the hobby shop.

i. The Motor Vehicle Hobby Shop will not be responsible for fire, theft or damage to cars.

j. Grease Rack:

(1) Reservations for the use of the grease rack will be made in the same manner as outlined in paragraph 3 above.

(2) Persons using the grease rack will do so only under the supervision of the shop supervisor.

(3) A time limit of two hours per vehicle will be set in using the grease rack.

k. Safety Rules:

(1) Any car on jacks for any reason will have a block or stand placed under the axle frame.

(2) No person will work in the shop alone.

(3) Parts will not be washed in gasoline. No gasoline other than that in the tank of the car will be allowed in shop area.

(4) Spilled oil, grease or solvent will be cleaned up immediately.

(5) Power tools or special equipment will not be used unless under the supervision of, or, as authorized by the shop supervisor.

(6) Protective clothing will be worn as necessary.

(7) No smoking in shop. (Outside only)

(8) No painting in the shop.

(9) All injuries will be reported immediately to the shop supervisor who in turn will report it to the dispensary.

2 Approved For Release 2000/08/21 : CIA-RDP33-02415A000600070044-9

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l. Tool Crib:

(1) The shop supervisor will be the only person authorized to issue tools.

(2) Tools will be issued on a hand receipt and cleaned by user before returning to the tool crib.

(3) Lost tools or tools broken by abuse will be paid for by the person signed for the tool.

(4) Precision tools such as valve grinder, micrometer set, etc. will be operated only under the close supervision of the shop supervisor.

m. Discount slips will be issued by the shop supervisor for purchase of automobile parts and accessories at discount prices in parts stores. Parts purchased through this arrangement will not be installed in any commercial garage but must be installed in the Hobby Shop.

n. The Hobby Shop supervisor will be responsible to see that only those civilian cars that are in the Hobby Shop or are on the reservation list are parked in the Hobby Shop area. No other civilian cars will be permitted in this area. Only cars that are on the grease rack will be permitted in the Motor Pool Area.

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Deputy Commander for Support

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Colonel, USAF
Commander



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